



**NEW ENGLAND
COMMON ASSESSMENT PROGRAM**

***Principal/Test Coordinator Manual
Grades 3-8***

October 2006

NECAP SERVICE CENTER: 1-877-632-7774

Important Contact Information

General Information

If you have any questions regarding the New England Common Assessment Program (NECAP) or procedures for administering the NECAP tests, contact the **Measured Progress Service Center at 1-877-632-7774**. The Service Center is open Monday through Friday between the hours of 8:00 A.M.–4:00 P.M.

If you need to order additional NECAP test materials, go to <http://iservices.measuredprogress.org> and follow the on-screen instructions. (See page 16 of this manual for more information.)

Information about NECAP Policy

If you have any comments or suggestions regarding the New England Common Assessment Program (NECAP), contact:

New Hampshire Department of Education: Tim Kurtz, Director of Assessment, 603-271-3846, 101 Pleasant Street, Concord, NH 03301-3860, www.ed.state.nh.us

Rhode Island Department of Elementary and Secondary Education: Mary Ann Snider, Director of Assessment and Accountability, 401-222-8492, 255 Westminster Street, Providence, RI 02903, www.ride.ri.gov

Vermont Department of Education: Michael Hock, Director of Assessment, 802-828-3115, 120 State Street, Montpelier, VT 05620-2501, www.state.vt.us/educ/

Important Dates

Test administration must be completed during this period:

New Hampshire and Vermont.....	October 2-24, 2006
Rhode Island.....	October 3-24, 2006

Test materials in all states must be ready at 8:00 A.M. for pick up by UPS..... October 25, 2006

TEST SECURITY

All test items and responses to those items in the New England Common Assessment Program are secure and may not be copied or duplicated in any way or retained in the school after testing is completed.

Checklist for Principals and Test Coordinators

Before testing:

- ☐ Read this *Principal/Test Coordinator Manual* and a *Test Administrator Manual*.
- ☐ Notify staff, students, and parents about testing and discourage absences.
- ☐ Designate test administrators.
- ☐ Determine the testing schedule for your school.
- ☐ Meet with test administrators to review the testing schedule, distribute and review procedures in the *Test Administrator Manual*. Manuals will be available electronically from your department of education website.
- ☐ Arrange for testing of students who require accommodations. Review the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* and provide training as necessary.
- ☐ Receive and inventory test materials. Call the Measured Progress Service Center at 1-877-632-7774 to report and resolve any discrepancies prior to testing.
- ☐ Ensure that Student ID Labels are placed in the space provided on the Student Test Booklets and Student Answer Booklets.
- ☐ Order Student ID Labels for students for whom a label was not provided. (See page 9 for instructions.)
- ☐ Distribute test materials to test administrators.
- ☐ Call the Measured Progress Service Center at 1-877-632-7774 with questions.

During testing:

- ☐ Maintain test security in all settings and locations.
- ☐ Be sure that all students have comfortable and adequate workspaces.
- ☐ Ensure accommodations are provided to students as appropriate.
- ☐ Secure test materials between test administration sessions.
- ☐ Observe test administration in your school(s).
- ☐ Be available to answer questions as necessary.

After testing:

- ☐ Collect and inventory all test materials from test administrators.
- ☐ Verify that the fields on the front cover of the Student Answer Booklet have been completed for all students who do not have a label.
- ☐ Complete student demographic information on page 2 of the Student Answer Booklet for all students who do not have a label. (See page 20 and Appendices 3 & 4 for details.)
- ☐ Confirm that no paper has been taped, pasted, stapled, or otherwise attached to the Student Answer Booklets.
- ☐ Insert any large-print and Braille booklets into the envelopes labeled for their return.
- ☐ Insert any student's set of test materials requiring special handling into the envelope labeled "*Special Handling*".
- ☐ Ensure that **all** scratch paper has been removed from the Student Answer Booklets and insert all used scratch paper into the envelope(s) labeled "*For Return of Scratch Paper*".
- ☐ Inventory all valid Student Answer Booklets and insert into the envelope(s) labeled "*For Return of Used Answer Documents Only*."
- ☐ For every grade tested, ensure that the online *Principal's Certification of Proper Test Administration* is completed, printed, signed by the principal, and returned with the test materials.
- ☐ Complete and return the *Principal/Test Coordinator Questionnaire* answer sheet with test materials.
- ☐ Pack all test materials in shipping carton(s) for return to Measured Progress. **All** secure materials (including scratch paper) **must** be returned to Measured Progress.
- ☐ Affix one **UPS Return Service (RS) label to each carton**. All materials must be packed and ready for pick up on Wednesday, October 25, 2006. (Detailed instructions for return of materials are provided on page 21.)

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The New England Common Assessment Program

Background

The New England Common Assessment Program (NECAP) is the result of collaboration among New Hampshire, Rhode Island, and Vermont to build a set of assessments for grades 3 through 8 to meet the requirements of the No Child Left Behind Act (NCLBA). The states decided to work together for three important reasons:

- Working together brings together a team of assessment and content specialists with experience and expertise greater than any individual state.
- Working together provides the capacity necessary for the three states to develop quality, customized assessments consistent with the overall goal of improving education.
- Working together allows the sharing of costs in the development of a customized assessment program of a quality that would not be feasible for any individual state.

Structure and Format of the Test

NECAP is a comprehensive set of tests that cover a broad range of learning expectations in reading and mathematics administered at grades 3, 4, 5, 6, 7, and 8 and writing at grades 5 and 8. A complete description of the learning expectations can be found in the *New England Common Assessment Program Grade-Level Expectations* (NECAP GLEs) developed and adopted collaboratively by the departments of education in New Hampshire, Rhode Island, and Vermont. The NECAP GLEs are posted on the individual state department of education websites.

NECAP tests include the following types of items:

- multiple-choice items, which require students to select the correct answer from four possible responses;
- short-answer items, which require students to provide a solution to a problem;
- constructed-response items, which require students to write a brief (up to a half page) response or show the solution to a problem;
- writing prompts, which require students to demonstrate their ability to communicate in writing through an extended response. These prompts are both stand alone and text based.

Test Coordinator's Responsibilities

Test coordinators are vital to the success of the New England Common Assessment Program (NECAP). For this reason, the instructions given in this manual and in each grade-specific *Test Administrator Manual* must be followed closely by each principal/test coordinator and test administrator.

Test coordinator's primary responsibilities are to

- serve as the school's contact person for Measured Progress;
- coordinate all test-related activities;
- prepare test administrators to administer the NECAP tests according to the directions in the *Test Administrator Manual*;
- oversee the inventory, distribution, collection, and return of all test materials; and
- ensure the security of all test materials and compliance with test administration procedures.

Test coordinator's activities:

- develop a testing schedule for your school, including the scheduling and staffing of test administrators for students who need accommodations
- become familiar with procedures detailed in the *Test Administrator Manual* and the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* and meet with test administrators to discuss those procedures and answer questions
- prior to testing ensure that, for every student with a label, the correct Student ID Label is placed in the appropriate space provided on the Student Test Booklet and Student Answer Booklet
- order Student ID Labels or obtain student demographic information for students who did not have Student ID Labels in the original shipment
- ensure that, for every student without a label, the applicable information is completed on the front cover and page 2 of the Student Answer Booklet
- identify students who will not be completing all or part of the NECAP tests for the following reasons:
 - student completed Alternate Assessment for the 2005–06 school year
 - student is new to the U.S. after October 1, 2005 and is LEP (reading and writing only)
 - student withdrew from school after October 1, 2006
 - student enrolled in school after October 1, 2006
 - student with state-approved special consideration
- inventory shipments of test materials against the Material Summary Form to determine that there are sufficient materials for each test administrator
- distribute materials to test administrators and ensure that an accurate accounting of all materials consigned to each test administrator is maintained
- ensure that prior to testing at grades 3 and 4 the mathematics tool kit pieces have been punched out and placed in the white envelopes provided
- ensure that NECAP testing procedures are followed
- collect and inventory all test materials after testing is completed
- for every grade tested, ensure that the online *Principal's Certification of Proper Test Administration* is completed, printed, signed by the principal, and returned with the test materials
- complete and return the *Principal/Test Coordinator Questionnaire* answer sheet
- package all materials for return to Measured Progress. UPS has been scheduled to arrive at your school to pick up the materials on Wednesday, October 25, 2006. ***Please have test materials prepared for UPS pick up by 8:00 A.M. that day.***

Test Security (Before, During, and After Testing)

The test coordinator is responsible for ensuring the security of material for the NECAP tests. The test coordinator must notify test administrators and anyone else who has access to the test materials that test items are secure and must not be released, copied, or duplicated before or during testing or retained in the school in any way after testing is completed. To protect the security of the test, all test administrators must carefully follow the instructions in the manuals for administering the test and handling materials. Keep the test booklets secure at all times. Any loss of test materials should be reported immediately to Measured Progress and to your state department of education.

Using secure test material to prepare students in any way for this test administration is a violation of test security and testing procedure.

Breaches in Test Security

Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately** to the test coordinator and/or principal. The test coordinator and/or principal is responsible for **immediately** reporting the concern to the district superintendent and state director of assessment at the department of education. (See page i of this manual for contact information.)

Before Testing

Preparation for Test Administration

Manuals

The *Principal/Test Coordinator Manual* and each grade-specific *Test Administrator Manual* outline all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful NECAP administration. Please read this manual and a *Test Administrator Manual* to become familiar with the test administration procedures. Make note of any special arrangements that will be necessary for your school.

Student Participation and Accommodations

Who Should Be Tested

NCLBA makes clear in its title that schools are accountable for all students. The three NECAP states are equally committed to supporting the inclusion of all students in assessment by using elements of universal design in the NECAP tests and by developing alternate assessments for the small percentage of students who cannot participate in the NECAP tests.

All students enrolled in the school as of October 1, 2006 are required to participate in NECAP with the following exceptions:

1. Students who completed the Alternate Assessment for the 2005–2006 school year.
2. Students who are new to the U.S. after October 1, 2005 and are LEP and take the ACCESS test of English language proficiency as scheduled in their states are not required to take the NECAP reading and writing tests. However, these students must take the NECAP mathematics test.
3. Students who have state-approved special considerations. Each state department of education has a process for documenting and approving circumstances that make it impossible or not advisable for a student to participate in state testing. The following table outlines the procedure for each state.

State	Procedure for approval for special considerations	Contact
NH	<ul style="list-style-type: none">▪ Each student MUST be registered with the state▪ A <i>Request for Medical Exemption</i> form must be submitted (available on the NH DoE website)▪ You must receive written permission from the NH DOE▪ Requests are due no later than 10/24/06	Tim Kurtz 603-271-3846
RI	<ul style="list-style-type: none">▪ RI state-approved special considerations are medical reasons, personal crisis, family emergency, and court order▪ You MUST contact RIDE to obtain approval for special consideration exemptions▪ Requests are due no later than 10/24/06	Mary Ann Snider 401-222-8492
VT	<ul style="list-style-type: none">▪ VT state-approved special considerations are medical reasons, personal crisis, family emergency, and court order▪ Contacting the department for approval is not necessary, the Participation Verification form given to schools after assessment will be the basis for approval	Mary-Ann Minardo 802-828-5410

Students who enroll in the school after October 1, 2006 should participate, to the extent possible, in NECAP testing. The test coordinator should determine which sessions of NECAP, if any, have been completed in the student's prior school. The remaining sessions should be administered. Be sure to complete the appropriate box on page 2 of the Student Answer Booklet if the student was unable to participate in all testing sessions.

Determining How Students Will Participate Using Accommodations

The NECAP states have agreed upon a common set of allowable accommodations. Accommodations are available to all students on the basis of individual need regardless of disability status. For detailed information on planning and implementing accommodations, refer to the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* available on each state's department of education website. The Table of Standard Test Accommodations is in Appendix 5 of this manual and is also included in the *Test Administrator Manual*.

Decisions regarding accommodations must be made by the student's educational team on an individual basis. Accommodations must be consistent with those used during the student's regular classroom instruction, including test taking.

Other Accommodations

If the decision of the student's educational team requires an accommodation not listed in the Table of Standard Test Accommodations, you must contact your state department of education in advance of testing for specific instructions on encoding the "Other Accommodations (E)" and/or "Modifications (F)" section. (See page i of this manual for contact information.) Any accommodation(s) must be consistent with those used during the student's regular classroom instruction.

Use of an accommodation in the "Modifications (F)" section will invalidate the session(s) in which it was used and no credit will be given. It is important to take this into consideration when choosing whether or not to allow a modification.

Document Accommodations

All accommodations used during any test session must be recorded by authorized school staff on page 2 of the Student Answer Booklet in the "Accommodations Used" section. A sample page 2 of a Student Answer Booklet is in Appendix 3 of this manual.

Scheduling Test Sessions

The testing window for Vermont and New Hampshire is **October 2-24, 2006**. The testing window for Rhode Island is **October 3-24, 2006**. All testing, including accommodations and makeup testing, must be completed by October 24, 2006. Makeup testing may begin immediately following the scheduled administration of a test session. No student should be scheduled for a makeup session prior to the scheduled administration of that test session.

Ideally, each test session should be administered when and where students are most likely to do their best. Test activities for each grade include time during the General Instructions session for completing the front covers of the Student Test Booklet and the Student Answer Booklet and time at the end of testing for completing the Student Questionnaire. (The Student Questionnaire is optional in Vermont.) For students who are absent on the first day of testing, the front covers of the Student Test Booklet and the Student Answer Booklet must have a Student ID Label or be completed prior to administering any part of the test.

Except for makeup sessions, **the test sessions must be taken in the order presented in the student test booklets.**

- New Hampshire and Vermont: In schools where students in several classes in the same grade are being tested, all classrooms should take the same test session **simultaneously**.
- Rhode Island: All students at a particular grade level within a **district** must be scheduled to take the same test session **simultaneously**.

Be sure that the test administration sessions do not conflict with regularly scheduled daily activities, such as recess, snack breaks, and lunch. Sufficient time should be allowed for continuous administration of each test session. Please refer to the tables below and on the following pages for the reading, mathematics, and writing testing schedule information for each grade level.

NECAP test sessions are designed to be completed in approximately 45 minutes. However, recognizing that students work at different rates, NECAP tests are not strictly timed. Students are allowed up to an additional 45 minutes per session, as long as they are working productively. Therefore, schedule 90 minutes of uninterrupted time for administering each test session. Students who will need beyond 90 minutes must have an extended time accommodation determined prior to testing.

If students complete a test session early, those students may go back and check work in that session of the test **only** or close their test booklets and sit quietly. Students may not work on any other session of the test. Since some students will finish early, it is important for them to be quietly occupied so they will not disturb those students who require more time.

Testing Schedule Grades 3 & 4		
Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	Completing Student Information	5
Reading Session 1	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 2	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 3	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Mathematics Session 1	Directions	5
	Testing — Non-Calculator (12 multiple choice & 11 short answer)	90
Mathematics Session 2	Directions	5
	Testing (16 multiple choice & 8 short answer)	90
Mathematics Session 3	Directions	5
	Testing (16 multiple choice & 7 short answer)	90
Student Questionnaire	Questionnaire	20
*Although 90 minutes are scheduled for each session, during last year's testing the vast majority of students finished in 75 minutes or less.		

Testing Schedule Grades 5 & 8		
Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	Completing Student Information	5
Reading Session 1	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 2	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 3	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Mathematics Session 1	Directions	5
	Testing — Non-Calculator (13 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 2	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 3	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Writing Session 1	Directions	5
	Testing (10 multiple choice & 3 writing prompts)	90
Writing Session 2	Directions	5
	Testing (3 short answer & 1 extended writing prompt)	90
Student Questionnaire	Questionnaire	20
*Although 90 minutes are scheduled for each session, during last year's testing the vast majority of students finished in 75 minutes or less.		

Testing Schedule Grades 6 & 7		
Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	Completing Student Information	5
Reading Session 1	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 2	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 3	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Mathematics Session 1	Directions	5
	Testing — Non-Calculator (13 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 2	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 3	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Student Questionnaire	Questionnaire	20
*Although 90 minutes are scheduled for each session, during last year's testing the vast majority of students finished in 75 minutes or less.		

Student ID Labels

Student ID Labels are used to ensure the accuracy of student demographic information and minimize effort for schools during testing. Student ID Labels for students in each grade will be shipped with the appropriate grade's materials. Schools will receive one Student ID Label for students in grades 3 and 4, and two Student ID Labels for students in grades 5 through 8. Student ID Labels were based on end of 2005–2006 school year enrollment projections. Therefore, you might receive labels for students not enrolled in your school and you may be missing labels for some students who are enrolled. It is critical to attend to each situation in the following way:

Students enrolled in your school WITH Student ID Labels: the student name, state assigned student ID number, and school name must be correct for the label to be used. If any of that information is incorrect, do not use the label. Call your state department of education to report the incorrect information, and follow the procedure below for “Students who never receive a Student ID Label”. If the grade or birth date is incorrect, you may still use the label.

Student ID Labels for students NOT in your school: labels are created for specific schools and are not transferable to other schools. Throw away any labels provided for students not enrolled in your school. Do not forward labels to other schools. Do not affix these labels to Student Test Booklets and Student Answer Booklets.

Students WITHOUT Student ID Labels: schools have the opportunity to order additional labels for students who did not receive labels in the original shipment. All orders for additional labels must be received by **September 29, 2006**. (After September 29, you must follow the procedure for “Students who never receive a Student ID Label”).

State	Procedure for ordering additional labels	Contact
NH	Call your district i.4.see contact to submit all requests for additional labels.	District i.4.see contact
RI	Go online to http://iservices.measuredprogress.org . Follow the onscreen instructions. You must have a state assigned student ID number for each label ordered.	Ken Gu at 401-222-8957 to obtain student ID numbers
VT	Go online to http://iservices.measuredprogress.org . Follow the onscreen instructions. You need a student name, birth date, and gender for each label ordered	Mary-Ann Minardo at 802-828-5410 with questions

Students who never receive a Student ID Label: if you were unable to obtain a label for any student or information on the label was incorrect, you must complete the student information on pages 1 and 2 of the Student Answer Booklet.

State	Required on the Student Answer Booklet for students without a label	
	Page 1	Page 2
NH	Student name, state assigned student ID, and birth date	No student demographic information is required
RI	Student name, state assigned student ID, and birth date	Gender, primary race/ethnicity, LEP, IEP, SES, Migrant, 504 Plan, Title 1A
VT	Student name and birth date	Gender, Primary race/ethnicity, LEP, IEP, SES, Migrant

Preparing Student Test and Answer Booklets for Testing

Student Test Booklets and Student Answer Booklets are shrink-wrapped together in packs of 15, 10, 5, and as singles. The quantity in each pack is indicated by a label on the top of the pack. Shrink-wrapped packs may be split to accommodate the number of students in any one testing group within a grade level at the school. Each pack contains a mix of test forms — do not reorder the test forms when distributing them to test administrators.

Students in grades 3 and 4 will receive an integrated Student Answer Booklet, which means the test questions and response spaces are in one booklet. Students in grades 5 through 8 will receive a separate Student Test Booklet and Student Answer Booklet. The Student Answer Booklet comes inserted in the Student Test Booklet; they **must** stay together because the Student Answer Booklets are specific to each test form. Students in grades 5 and 8 will also receive a Writing Student Test Booklet. Student identification information must be provided on the Student Test Booklets and Student Answer Booklets before testing begins.

A variety of barcodes appear on the Student Test Booklets and Student Answer Booklets. These are used by Measured Progress to assist in tracking and accounting for the return of the booklets. The serial numbers on the Student Test Booklets will not match the serial numbers on the Student Answer Booklets.

IMPORTANT: DO NOT separate the Student Answer Booklets from the Student Test Booklets as they are paired by test form. In the event that the documents do become separated, you will need to match the form number on the front cover of the Student Test Booklet with the bracketed portion of the number printed on the bottom right corner of the Student Answer Booklet. In the sample below, the brackets indicate form 4.

1 6 0 4 2 3 1 3 4 8

If you have questions, please call the Measured Progress Service Center at 1-877-632-7774.

- For students with Student ID Labels, affix one label to the Student Answer Booklet in the space provided in the lower right corner of the front cover. In grades 5 through 8, you will have a second label for each student. Affix that label to the front cover of the Student Test Booklet in the space provided. No label is necessary for the Writing Student Test Booklet.
- For students enrolled in your school without Student ID Labels, write the student name, school name, and district name on the lines provided in the lower right corner of the front cover of the Student Answer Booklet. In grades 5-8, also write the student name and school name on the cover of the Student Test Booklet. If you ordered additional labels, when they arrive affix them in the appropriate spaces on each student's booklets. If no Student ID Label is anticipated, you must complete the student information on the Student Answer Booklet. (See page 9 for details.)

Prior to Test Administration

Optional Reports

This field enables districts or schools to indicate groupings of students that can be used for analysis of results at the local level. Groupings may be based on any factor of interest to the school such as class, teacher, feeder school, instructional program, etc. The six rows (A, B, C, D, E, F) may be used to indicate up to six factors of interest per student. Each student's booklet should have no more than one circle bubbled per row.

For example, row A could represent homeroom teachers. Each number in the row would correspond to one teacher. On each student's booklet, bubble the circle that corresponds to that student's teacher. Row B could represent support programs. If a student participates in the program, the number 11 would be bubbled. Schools or districts can develop their own coding system or choose not to use this field. Be sure to keep a record of the key used so when student data is available you know what each code represents.

If the "Optional Reports" field is used, any completed circles on the grid will be included on the student-level data file of NECAP results. This information is available at the district level when NECAP reports are complete. Contact your district office to obtain the information coded for your students. This information will be in a data file which will allow schools to sort and/or manipulate the fields.

Designating Test Administrators

Designate enough test administrators to ensure that

- each test session will be administered simultaneously to all students being tested at a grade level,
- students can be tested in surroundings that will provide them with the opportunity to do their best work,
- students who require accommodations will be supervised by trained test administrators (see *Accommodations, Guidelines, and Procedures: Administrator Training Guide*), and
- makeup sessions will be supervised by trained test administrators.

Prior to test administration, schedule a meeting with test administrators. Distribute a copy of the *Test Administrator Manual* to each designated test administrator before this meeting. Notify all test administrators that they must read the manual thoroughly prior to the meeting. Please duplicate the manual if additional copies are required or visit the state department of education website to download additional copies. (See page i of this manual for web addresses.)

Preparing Test Administrators

Test administrators should be aware that their primary roles are to encourage students to take the task seriously and do their best on the tests, to give clear directions to students, and to monitor students throughout test administration to see that directions are followed.

During the meeting with test administrators,

- assign each administrator a specific group of students for testing, including students who need accommodations,
- notify the test administrators of the testing schedule and how it will be implemented for your school,
- inform the test administrators about your school's plan for implementing NECAP test security procedures, including test environment and approved testing materials,
- explain your school's plan for inventorying, distributing, collecting, and storing secure test materials,
- notify them of your school's procedures for makeup sessions,

- create a plan for applying Student ID Labels or coding student identification information on the front cover of the Student Answer Booklets and Student Test Booklets at grades 5 through 8,
- for students without a Student ID Label, create a plan for completing the student information on page 2 of the Student Answer Booklet (RI and VT only); this page must be completed **after testing**, see page 9 for detailed instructions,
- explain the purpose and the school's coding method for the Optional Reports field,
- discuss additional materials needed during test administration: extra #2 pencils, scratch paper, calculators, and approved mathematics materials,
- explain that prior to testing at grades 3 and 4 the mathematics tool kit pieces must be punched out and placed in the white envelopes provided,
- encourage test administrators to complete the *Test Administrator Questionnaire*, and
- answer questions regarding test administration and security procedures. As necessary, call the Measured Progress Service Center at 1-877-632-7774.

At the meeting, have available

- student information that test administrators or authorized school staff must complete **after testing** on page 2 of the Student Answer Booklet for **each** student, regardless of whether or not the student has a Student ID Label. This information includes each student's
 - accommodation(s) with corresponding codes from the Table of Standard Test Accommodations (see Appendix 5),
 - other accommodations (E or F) that were approved by your state's department of education prior to testing,
 - reason why the Student Answer Booklet is being returned blank in one or more sessions in a content area, if applicable, and
 - homeschooled status.
- student information that test administrators or authorized school staff must complete **after testing** on page 2 of the Student Answer Booklet for each student in VT and RI **without** a Student ID Label. Details are in the table on page 9. (See Appendix 3 for a sample page 2 Student Answer Booklet.)

Reminders for test administrators:

Test administrators may not comment on students' work or help them in any way, except when completing the Student Questionnaire. Using the current year's test materials to familiarize students with test items is a violation of test security and testing procedures.

All test items and all student responses in the NECAP are secure and may not be released, copied or duplicated in any way, or kept at the school once testing is completed.

Test Materials

Inventory Test Materials

Test materials will be delivered to the schools via UPS (United Parcel Service). There will be a separate shipment for each grade tested and the shipments may not arrive on the same day. Please alert your school staff to notify you **immediately** upon receipt of the test materials. Testing materials can be easily identified by the Measured Progress information on the carton(s). **If you have not received test materials by September 19, 2006, immediately telephone the Measured Progress Service Center at 1-877-632-7774.**

Inventory the test materials immediately upon receipt. The Materials Summary Form at the top of the carton labeled “Administration Materials Enclosed” provides the total number of materials shipped to your school for each grade. Using the Materials Summary Form, mark the quantity of each item shipped in the “Qty Received” column. (See Appendix 1 for a sample of the Materials Summary Form.) This is your record of what was received. It is important that all materials are counted prior to testing. Any discrepancy between what is noted on your Materials Summary Form and the actual count must be reported immediately to the Measured Progress Service Center (1-877-632-7774). The Packing Slip *Secured Material* document provides a detailed list of the contents of each box and lists the bar code numbers that appear on the Student Test Booklets only. (See Appendix 2 for a sample Packing Slip *Secured Material*) **Note: The serial numbers on the Student Answer Booklets will not match the serial numbers on the Student Test Booklets.** You are not required to record or track barcodes.

The sequence of how test materials are packed in cartons for each grade in the school is listed below and on the following pages.

Administrative Forms box or envelope	
NECAP Item	Notes
Materials Summary Form	Use this form to inventory materials; check quantities under the heading “Qty Received” and “Qty Returned”.
Instruction sheet for online <i>Principal Certification of Proper Test Administration</i> (green)	Your username and password are provided on this instruction sheet. The online form <u>must</u> be completed and signed by the principal for each grade tested.
Rulers and Protractors	Grade specific (3–4, 5–6, 7–8) rulers are provided for use on the mathematics tests in sessions 2 and 3 only. Protractors are provided for grades 5, 6, 7, and 8 for use on the mathematics tests in sessions 2 and 3 only.
UPS Return Service Labels	Affix one label to each carton when returning all test materials.
Envelope containing Student ID Labels and instructions for ordering additional labels	Additional labels may be ordered until September 29. In RI and VT, the instruction sheet will include your username and password. See page 9 for details.

White envelope labeled “Administrative Forms” which will also contain the school name and school code	Return the signed copy of the online <i>Principal’s Certification of Proper Test Administration</i> form, and the completed answer sheets for the <i>Principal/Test Coordinator</i> and <i>Test Administrator Questionnaires</i> in this envelope.
White plastic envelope(s) labeled with the grade and “For Return of Used Answer Documents Only”	Return ALL valid Student Answer Booklets in these envelopes only.
White plastic envelope labeled “Special Handling” in red lettering	This envelope should be used for any set(s) of test materials needing extra attention. Please attach an explanatory note with any test materials returned in this envelope.
White plastic envelope labeled “For Return of Scratch Paper”	All notes, rough drafts, scratch paper, etc. used by students must be removed from student booklets and returned in this envelope. ONLY return scratch paper in this envelope.
White plastic envelopes labeled “For Return of Large-Print Tests” (if applicable)	Return large-print test forms and accompanying regular Student Answer Booklet in these envelopes.
White plastic envelopes labeled “For Return of Braille Tests” (if applicable)	Return Braille test forms and accompanying regular Student Answer Booklet in these envelopes.
<i>Principal/Test Coordinator and Test Administrator Questionnaire Answer Sheets</i>	The completed questionnaire answer sheets should be returned in the “Administrative Forms” envelope.
<i>Test Administrator Manual(s)</i>	Extra copies may be duplicated at your school, if needed, or download from your state’s website.
<i>Principal/Test Coordinator Manual</i>	Each school will receive <u>one</u> manual in the shipment for the lowest grade in the school. Extra copies may be duplicated at your school, if needed, or download from your state’s website.
<i>Principal/Test Coordinator Questionnaire</i> (yellow)	Each school will receive one questionnaire in the shipment for the lowest grade in the school. This questionnaire is to be completed by the Principal or Test Coordinator.
<i>Test Administrator Questionnaires</i> (blue)	This questionnaire is to be completed by the Test Administrators. Additional copies can be made if needed.
White envelopes for Mathematics Tool Kits	Envelopes to hold the pieces of the Mathematics Tool Kits (grades 3 and 4).

Boxes of Test Booklets	
Packing Slip *Secured Material*	This document provides the quantity of secure test materials shipped per box and the variable bar code numbers assigned to each test booklet. You are not required to record or track barcodes.
Large-print test forms (if applicable)	The large-print version of the test comes with a regular Student Answer Booklet. The test administrator must transcribe the student's answer into this booklet.
Braille test forms (if applicable)	The Braille version of the test comes with a regular Student Answer Booklet. The test administrator must transcribe the student's answer into this booklet.
<i>Student Questionnaires</i> (in packs of 15, 10, 5, and singles)	The students should record their responses to the student questionnaire in the "Student Questionnaire" section on the back page of the Student Answer Booklet.
Student Test Booklets and Student Answer Booklets (in packs of 15, 10, 5, and singles)	The number of Student Test Booklets and Student Answer Booklets included in each shrink-wrapped pack is indicated on the front of the pack. Mathematics Tool Kits (grades 3 and 4) and Mathematics Reference Sheets (grades 5 through 8) are also included in the packs.

Quantities of Student Test Booklets and Student Answer Booklets

The quantity of test materials that Measured Progress sends each school is based on projected enrollment information provided by your state department of education during June 2006. All schools or districts also had the opportunity to verify and/or update their enrollment numbers during the beginning of August 2006. An overage of 10% has been added to each school's enrollment to account for new students who may have enrolled after the enrollments were submitted. Schools ordered large-print and Braille tests over the summer by calling the service center. If any of these items were ordered, they will be included in the shipment.

The number of Student Test Booklets and Student Answer Booklets contained in each shrink-wrapped pack is indicated on the front of the pack. Since every test booklet shipped to a school **must** be returned, verify the quantity of booklets contained in each shrink-wrapped pack and immediately report any discrepancies to Measured Progress.

Quantities of Other Materials

One *Principal/Test Coordinator Manual* and one *Principal/Test Coordinator Questionnaire* will be sent with the materials for the lowest grade level tested in the school. Each school will also receive a set of instructions for completing the online *Principal's Certification of Proper Test Administration* form. The quantity of *Test Administrator Manuals* and *Test Administrator Questionnaires* is based on a ratio of about one for every 15 students enrolled in the school at each grade level. Additional manuals can be downloaded from each state department of education website or photocopied. The number of Mathematics Reference Sheets, Mathematics Tool Kits, rulers, and protractors sent will be equal to the number of Student Test Booklets and Student Answer Booklets shipped.

Ordering Additional Materials

To order additional materials, log on to <http://iservices.measuredprogress.org>. Select “New England Common Assessment Program” from the drop-down list and click “Enter”; select “Order Additional Materials” from the left column. To access your school’s account, you will need your MP ship code, located in the top left row on your Material Summary Form. Remember to order before 2:00 PM to receive additional materials by the next business day. If you have problems with the online system, contact the Measured Progress Service Center at 1-877-632-7774. **All orders must be completed by September 29, 2006 to ensure delivery of requested material prior to the start of the testing window.**

Save the original carton(s) for the return of test materials. Each carton contains a preprinted bar code label identifying test materials for your school. **Do not remove, destroy, or deface this label;** the information on the label will expedite tracking of returned material.

Storing and Access to Test Materials

Designate a **locked, secure** location for the storage of all test materials when they are not being used by students. Under no circumstances should anyone have access to test materials during testing other than individuals designated to be directly involved with test distribution or administration and students enrolled in grades 3 through 8. The test coordinator is responsible for protecting test materials from being viewed by unauthorized individuals from the time materials are received at the school until the materials are returned to Measured Progress.

Test items and student responses may be viewed only by test administrators for the purpose of test administration and only to the extent necessary for proper test administration. Under no circumstances should individuals not involved in test administration be given access to NECAP test materials.

Duplication of Student Test Booklets and Student Answer Booklets is strictly forbidden, including, but not limited to, audiotaping, videotaping, photocopying, photographing, and handwritten copying. No test materials of any kind may be retained, discarded, recycled, removed, or destroyed. Any loss of test materials must be reported immediately to Measured Progress, your superintendent, and your state department of education.

Equipment and Materials *Permitted* During Test Administration

The test coordinator and the test administrator are responsible for providing an appropriate testing environment for the assessment. Students may use only the materials permitted for the assessment. These materials are listed for each test session in the *Test Administrator Manual* and in the table on the next page.

The items on the mathematics test are designed so that calculators are not required to solve any of the problems. The departments of education have set limits on the use of calculators during statewide assessment. These limits specify when calculators may be used during the assessment and which devices are allowable. However, within these limits, the fundamental decision about whether or not to use calculators is made at the local school level.

Calculators are permitted only during Session 2 and Session 3 of the mathematics test at all grade levels (3 through 8). Calculators are not permitted on Session 1 of the mathematics test. If your school does not have enough calculators for all students, students may use their own. Students may not share calculators during testing.

A four function calculator is sufficient; however, students may use a scientific or graphing calculator. The following devices and/or calculators with the following features are prohibited: pocket organizers,

handheld or laptop computers, electronic writing pads or pen-input devices, cellular phones or other wireless communication devices, and calculators with a “QWERTY” keyboard. If you have a question regarding a particular calculator, please contact the state department of education.

During Session 2 and Session 3 of the mathematics test, schools may decide to provide students with the NECAP multiplication table or NECAP hundreds chart, instead of or in addition to a calculator. Schools must use the official NECAP version provided on each state department of education website.

Equipment and Materials *Prohibited* During Test Administration

It is important to ensure that no students are either advantaged or disadvantaged during testing by their testing environment.

Reference materials, including those on the classroom walls, should not be used by students. All reference materials (printed or attached) on student desks should be removed or covered. Any displayed materials in the classroom that interfere with proper test administration are not permitted. It is not possible to list all classroom materials that may potentially create an advantage or disadvantage for students during testing; if in doubt, remove or cover the materials, or reposition students’ desks so the materials cannot be viewed. If there are any questions, call the state director of assessment. (See page i of this manual for contact information.)

Dictionaries of any type and/or thesauruses are not allowed during any session of the assessment, except for word-to-word translation dictionaries allowed as an accommodation for English Language Learners.

Ancillary Test Materials

The table below summarizes the materials used during the NECAP tests and differentiates between those provided by Measured Progress and those provided by schools.

Ancillary Test Materials

	Reading & Writing <i>Provided by schools</i>	Mathematics <i>Provided by schools</i>	Mathematics <i>Provided by Measured Progress</i>
Grades 3 & 4	#2 pencils scratch paper	#2 pencils scratch paper calculator* NECAP Multiplication Table* NECAP Hundreds Chart*	Tool Kit* ruler*
Grades 5 through 8	#2 pencils scratch paper	#2 pencils scratch paper calculator* NECAP Multiplication Table* NECAP Hundreds Chart*	Reference Sheet ruler* protractor*

*For use on the mathematics test in Session 2 and Session 3 only.

The NECAP Multiplication Table and Hundreds Chart are for use in any grade and are available on the state department of education websites.

During Testing

Test Administration

Distributing Test Materials

The test coordinator should distribute all prepared test materials to test administrators shortly before the start of the first testing sessions. Include an additional set of test materials for the test administrator to use while giving directions.

Monitoring Test Administration

Test coordinators should be actively involved in test administration through careful supervision and monitoring of the administration and test security procedures described in this manual.

During the test administration, test administrators should monitor the testing process by moving unobtrusively throughout the room. In moving about the room, test administrators should check that students are working in the correct session, are turning pages when necessary, are marking answers in the proper places, and are not spending too much time on any one item. Students should be reminded to take the task seriously.

Test administrators may not comment on students' work. Test administrators may not help students in any way except during the General Instructions, Student Questionnaire, or as specified in the *Test Administrator Manual*.

After Testing

Preparation of Test Materials for Return

Collecting Materials After Testing

After all test sessions and makeup sessions are completed, collect and inventory **all** used and unused test materials that have been returned by each administrator. During this time, ensure that test security is maintained and check to see that no test materials show any evidence of breaches in test security. When materials are returned, test coordinators must verify that

1. **all** test materials, whether used or unused, have been returned by each test administrator;
2. Student ID Labels have been placed in the space provided on the Student Answer Booklets;
3. for each student without a label, the front cover and page 2 of the Student Answer Booklet have been completed accurately and appropriately;
4. accommodations have been correctly recorded on page 2 of the Student Answer Booklets for every student who used an accommodation(s) during testing;
5. the Student Answer Booklets are in good condition and are free of eraser bits, and that erasures have been made completely;
6. all extra papers (scratch paper, Math Reference Sheets, Math Tool Kits, Post-its, etc.) have been removed from the Student Answer Booklets;
7. all valid Student Answer Booklets have been inserted into the white plastic envelope(s) labeled “For Return of Used Answer Documents Only”;
8. all scratch paper and other non-scorable materials have been inserted into the white plastic envelope(s) labeled “For Return of Scratch Paper”;
9. all large-print and Braille forms (if you ordered any) have been transcribed into a regular Student Answer Booklet and all materials have been inserted into the envelopes labeled for their return; and
10. test materials that require special handling have been checked and inserted into the envelope(s) labeled “Special Handling”.

Special Materials

The test coordinator is responsible for ensuring that all special materials are returned correctly. All non-standard student generated responses must be transcribed by a test administrator or authorized school personnel into a regular Student Answer Booklet. This includes all student responses in a large-print or Braille test booklet and any accommodation in section D of the Table of Standard Test Accommodations. The work the student generated AND the Student Answer Booklet that contains the transcription should be returned in the Special Handling, Braille, or large-print envelope.

The Special Handling envelope should be used for any Student Answer Booklet that is non-standard. Examples include, but are not limited to,

- torn booklets,
- responses written in anything other than #2 pencil,
- booklets that are damaged or got wet during testing
- any booklet with computer generated responses accompanying it.

If you have any questions about what to return in the Special Handling envelope, please call the Service Center at 1-877-632-7774.

Verifying the Completion of Student Information on Student Answer Booklets

The test coordinator is responsible for ensuring that all of the required student information has been correctly provided in every Student Answer Booklet for each student enrolled whether or not the student has a Student ID Label.

Use the instructions below to verify that necessary student information has been provided on the front cover and page 2 of all Student Answer Booklets being returned.

For all students WITH Student ID Labels verify that:

- Student ID Labels have been properly affixed in the lower right corner of the front cover of the Student Answer Booklets,
- accommodation information has been completed on page 2 of the Student Answer Booklets for every student who used an accommodation(s) during testing (see Appendix 5 for Table of Standard Test Accommodations),
- a reason why a Student Answer Booklet is being returned blank in one or more sessions in a content area is bubbled on page 2 of the Student Answer Booklet, if applicable,
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable, and
- the Optional Reports field has been completed, if applicable.

For all students WITHOUT Student ID Labels verify that:

- the appropriate information on the front cover has been completed by the test administrators or other authorized school personnel. The information should be written in the spaces provided with the corresponding circles below bubbled in to match the letters/numbers.
- the appropriate demographic information, located in the box on the right-hand column at the top of page 2 of the Student Answer Booklet, has been completed. A complete set of instructions for completing these fields is in Appendix 4 of this manual. The table below outlines the student information required by each state.

State	Required on the Student Answer Booklet for students without a label	
	Page 1	Page 2
NH	Student name, state assigned student ID, and birth date	No student demographic information is required
RI	Student name, state assigned student ID, and birth date	Gender, Primary race/ethnicity, LEP, IEP, SES, Migrant, 504 Plan, Title 1A
VT	Student name and birth date	Gender, primary race/ethnicity, LEP, IEP, SES, Migrant

- accommodation information has been completed on page 2 of the Student Answer Booklets for every student who used an accommodation(s) during testing (see Appendix 5 for Table of Standard Test Accommodations),
- a reason why a Student Answer Booklet is being returned blank in one or more sessions in a content area is bubbled on page 2 of the Student Answer Booklet, if applicable,
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable, and
- the Optional Reports field has been completed, if applicable.

Completing Principal's Certification of Proper Test Administration

The online *Principal's Certification of Proper Test Administration* form certifies that the administration of the test has been completed according to the requirements in this *Principal/Test Coordinator Manual*. You can complete this form any time after testing is finished, but before UPS comes to pick up materials on October 25. You will need to know the number of booklets sent to your school, the number of used booklets being returned, and the total number of booklets being returned.

To access the form, go to <http://iservices.measuredprogress.org>. Select "New England Common Assessment Program" from the drop-down list and click "Enter". Select "Principal Certification" from the left column. Enter the username and password on the green instruction sheet that was included in your lowest grade's shipment, and follow the instructions online to complete the form.

Please print two copies of the completed form for each grade tested. One copy of the form must be signed by the principal and returned to Measured Progress in the "Administrative Forms" envelope with the appropriate grade level's test materials. The other copy is for the school files.

Return of Materials

Materials should be packed to be returned to Measured Progress as soon as the school has completed testing. **UPS will pick up all test materials at the school on Wednesday, October 25. Shipments should be ready by 8:00 A.M. that day. UPS will not wait for you to complete packing the materials.** Be sure materials are secure until they are picked up by UPS. Please do not contact UPS directly. Arrangements have already been made for the pick up of test materials.

Use the original cartons for the return shipment of materials. Each delivery will include UPS Return Service (RS) labels for shipping the cartons back to Measured Progress. You will receive the same number of RS labels as the number of cartons shipped to your school. If you use fewer cartons to return materials, please include any unused RS labels in one of the return cartons.

The bar code label on the carton must be **intact** and **unobscured**. If the bar code is missing, write your school name and return address on the carton. **Remove, cross out, or tape over any old address labels.**

Pack test materials for one grade only per carton. For example, if your school includes both grade 3 and grade 4, pack grade 3 in one carton and grade 4 in the other.

Do not use rubber bands, staples, or paper or binder clips when repackaging materials. You may use packing material, such as crumpled paper, to keep items from shifting during shipping.

Inventory all materials for return to Measured Progress using the Materials Summary Form. Mark the quantity packed for each item under the heading "Qty Returned" on this form. Keep this form for your records.

Separate used and unused test materials. Print "VOID" in large letters on the outside front cover of any test materials that were marked on and then not used.

- Place all unused materials in the bottom of the carton. If test materials are marked "VOID" during test administration, pack them with the unused booklets.
- Place all used Student Test Booklets for grades 5, 6, 7, and 8 in the carton(s) that will be used to return test materials for the each grade level.

- Place all used Student Answer Booklets that require **no special handling** in the white envelopes marked “For Return of Used Answer Documents Only”. Then place these envelopes in the carton(s) that will be used to return materials for each grade level.
- Insert all scratch paper used by students in the “Scratch Paper” envelope(s) and then place them in the appropriate grade level carton(s). (All scratch paper must be removed from the Student Answer Booklets. Only scratch paper should be returned in this envelope.)
- Insert all large-print and Braille tests in the envelopes labeled for their return and then place them in the appropriate grade level carton(s).
- Place all test materials requiring special handling in the “Special Handling” envelope and place them in the carton next.
- For each grade, insert the completed and signed copy of the online *Principal’s Certification of Proper Test Administration* form, the answer sheets for the *Principal/Test Coordinator Questionnaire* and the *Test Administrator Questionnaire* into the envelope labeled “Administrative Forms” and place the envelope in the top of Carton 1.

The test materials should be packed in the shipping carton(s) in the following order from top to bottom.

TOP OF CARTON 1
“Administrative Forms” envelope
“Special Handling” envelope (if applicable)
“Large-Print tests” envelope (if applicable)
“Braille tests” envelope (if applicable)
“Scratch Paper” envelope
Envelopes containing valid Student Answer Booklets
Used Student Test Booklets (grades 5 through 8)
All unused student test materials
BOTTOM OF CARTON 1 OR LAST CARTON

The following items **DO NOT** need to be returned:

- Materials Summary Forms
- Packing Slips *Secured Material*
- Mathematics Tool Kits with envelopes
- Mathematics Reference Sheets
- Rulers and Protractors
- *Principal/Test Coordinator Manual* and *Test Administrator Manuals*
- *Principal/Test Coordinator Questionnaire* (return completed answer sheets only)
- *Test Administrator Questionnaires* (return completed answer sheets only)
- *Student Questionnaires* (students answered in their Student Answer Booklets)

Reseal the carton(s) with heavy-duty packing tape. Remove all labels on the carton(s) except the Measured Progress bar code label. Affix one UPS Return Service label to each carton. Mark the carton(s) “1 of 1” or “1 of 2,” “2 of 2,” etc. **UPS will arrive at your school on Wednesday, October 25, to pick up your carton(s). All test materials must be packed by 8:00 A.M. that day. This is the ONLY scheduled pick-up date.**

<p>THANK YOU VERY MUCH FOR YOUR HELP IN COORDINATING THE NEW ENGLAND COMMON ASSESSMENT PROGRAM</p>

Appendix 1: Sample Materials Summary Form



50 Education Way
Dover, NH 03820

MATERIALS SUMMARY

Ship To:

MP Ship Code:	00000000001234		Date Packed: September 12, 2006	
Contract: 1364	Contract Name: New England Common Assessment Program		Administration: 2006-2007	
County Code:	County Name:	SU Code:	Superintendent Unit Name:	
District Code:	District Name:			
School Code:	School Name:	Grade: 6	Enrollment: 8	
Total Boxes Shipped:		1		

Box Label: 000000012345678	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Instruction sheet for online <i>Principal Certification of Proper Test Administration</i>	EA	1		
Student ID Labels	EA	1		
Rulers	EA	10		
Protractors	EA	10		
UPS Return Service Labels	EA	2		
Envelope for return of administrative forms	EA	1		
Envelopes(s) for return of Student Answer Booklets	EA	1		
Special Handling Envelope	EA	1		
Envelope for return of scratch paper	EA	1		
Envelope for return of large-print test	EA	1		
Answer sheets for the <i>Principal/Test Coordinator Questionnaire</i> and <i>Test Administrator Questionnaire</i>	EA	3		
<i>Test Administrator Manual</i>	EA	2		
<i>Principal/Test Coordinator Manual</i>	EA	1		
<i>Principal/Test Coordinator Questionnaire</i>	EA	1		
<i>Test Administrator Questionnaire</i>	EA	2		
Large-print test form	EA	1		
<i>Student Questionnaires</i>	EA	10		
Student Test Booklets	EA	10		
Student Answer Booklets	EA	10		
Mathematics Reference Sheets	EA	10		

Appendix 2: Sample Packing Slip *Secured Material*



50 Education Way
Dover, NH 03820

PACKING SLIP

Secured Material

Ship To:

MP Ship Code:	00000000001234		Date Packed: September 12, 2006	
Contract: 1364	Contract Name: New England Common Assessment Program		Administration: 2006-2007	
County Code:	County Name:	SU Code:	Superintendent Unit Name:	
District Code:	District Name:			
School Code:	School Name:	Grade: 6	Enrollment: 8	
Box Label:	000000012345678			

Product	Description	Unit	Qty Shipped																								
0302011231011001XXX X	Test Booklets	EA	10																								
	<table><tr><td>Class Pack Code</td><td>XXXXXXXXXXXX</td></tr><tr><td>Test Booklet Numbers</td><td></td></tr><tr><td colspan="2">1015010776</td></tr><tr><td colspan="2">1016010777</td></tr><tr><td colspan="2">1017010778</td></tr><tr><td colspan="2">1018010779</td></tr><tr><td colspan="2">1019010780</td></tr><tr><td colspan="2">1025010776</td></tr><tr><td colspan="2">1026010778</td></tr><tr><td colspan="2">1027010778</td></tr><tr><td colspan="2">1028010779</td></tr><tr><td colspan="2">1029010780</td></tr></table>	Class Pack Code	XXXXXXXXXXXX	Test Booklet Numbers		1015010776		1016010777		1017010778		1018010779		1019010780		1025010776		1026010778		1027010778		1028010779		1029010780			
Class Pack Code	XXXXXXXXXXXX																										
Test Booklet Numbers																											
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1019010780																											
1025010776																											
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1027010778																											
1028010779																											
1029010780																											
0302011241011001XXXX	Large-Print Test Booklet	EA	1																								
	<table><tr><td>Class Pack Code</td><td>XXXXXXXXXXXX</td></tr><tr><td>Test Booklet Numbers</td><td></td></tr><tr><td colspan="2">1020010781</td></tr></table>	Class Pack Code	XXXXXXXXXXXX	Test Booklet Numbers		1020010781																					
Class Pack Code	XXXXXXXXXXXX																										
Test Booklet Numbers																											
1020010781																											

Appendix 3: Page 2 of Student Answer Booklet

STUDENT PROGRAM PARTICIPATION INFORMATION

Applicable information is to be completed after testing by a teacher/staff person for every enrolled student. Please refer to the Principal/Test Coordinator Manual or the Test Administrator Manual for more information.

ACCOMMODATIONS USED			
	READING	MATHEMATICS	WRITING
A-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-4	NA	<input type="radio"/>	<input type="radio"/>
C-5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-12	NA	<input type="radio"/>	<input type="radio"/>
C-13	NA	<input type="radio"/>	NA
D-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-5	<input type="radio"/>	<input type="radio"/>	NA
D-6	<input type="radio"/>	<input type="radio"/>	NA
E-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-2	NA	NA	<input type="radio"/>
F-1	NA	<input type="radio"/>	NA
F-2	<input type="radio"/>	NA	NA
F-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMPLETE THE INFORMATION BELOW FOR EVERY STUDENT WITHOUT A LABEL, IF APPLICABLE.

GENDER

☐ Female ☐ Male

PRIMARY RACE / ETHNICITY

- ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or Pacific Islander
☐ White

LEP

- ☐ Currently receiving LEP services
☐ Former LEP student - monitoring year 1
☐ Former LEP student - monitoring year 2

IEP

☐ Yes

SES

☐ Yes

Migrant

☐ Yes

504 Plan

☐ Yes

TITLE 1A

☐ Yes

Student Answer Booklet is being returned blank in one or more sessions in a content area for the following reason:

READING MATH WRITING

- | | | |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> Student completed Alternate Assessment for the 2005–06 school year. |
| <input type="radio"/> | NA | <input type="radio"/> Student is new to U.S. after Oct. 1, 2005, and is LEP (reading and writing only). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> Student withdrew from school after Oct. 1, 2006. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> Student enrolled in school after Oct. 1, 2006. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> State-approved special consideration. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> Student was enrolled on Oct. 1, 2006, and did not complete test for reasons other than those listed above. |

HOMESCHOOLED

☐ Yes

OPTIONAL REPORTS

Identify the appropriate code number:

- A** 1 2 3 4 5 6 7 8 9 10
B 11 12 13 14 15 16 17 18 19 20
C 21 22 23 24 25 26 27 28 29 30
D 31 32 33 34 35 36 37 38 39 40
E 41 42 43 44 45 46 47 48 49 50
F 51 52 53 54 55 56 57 58 59 60

Appendix 4: Instructions for Completing Student Information on Student Answer Booklets

Test administrators or authorized school personnel are responsible for properly affixing Student ID Labels in the appropriate space provided on the Student Answer Booklets. For students who do not have a Student ID Label available for them, test administrators or authorized school personnel are responsible for completing the student information on the front cover and page 2 of the Student Answer Booklets. The test coordinator is responsible for verifying that the information has been completed correctly.

Use the instructions below to complete the student information sections located on the front cover and page 2 of the Student Answer Booklets.

Front Cover (for students without a Student ID Label)

Student Name

Write in the student's last name, first name, and middle initial in the spaces provided and then bubble in the corresponding circles below that match those letters.

State Assigned Student ID (NH and RI only)

Write in the student's state assigned student ID number in the spaces provided and then bubble in the corresponding circles below that match those numbers.

Birth Date

Bubble in the month of the student's birthday. Write the number of the day and year the student was born in the spaces provided and then bubble in the corresponding circles below that match those numbers.

Page 2

Accommodations Used

If the student used any accommodation(s) listed in the Table of Standard Test Accommodations in Appendix 5 of this manual, bubble in the circle that corresponds to the accommodation(s) for each content area.

Reason for Return of Blank Student Answer Booklet

If a student's Student Answer Booklet is being returned blank in one or more sessions in a content area, bubble in the circle next to the most appropriate reason available.

Homeschooled

Bubble in the circle if the student is a homeschooled student and not enrolled in the school.

Optional Reports

If your school chooses to use this field, bubble in the circles according to the school's key. Only one circle per row may be bubbled in. See page 11 for more details on using this field.

For students in Rhode Island and Vermont, the following information must be provided on page 2 of the Student Answer Booklet for any student who does not have a Student ID Label. **This information should be provided after testing in accordance with applicable state and federal regulations governing confidentiality.**

Gender

bubble in the circle that corresponds to the student's gender.

Primary Race / Ethnicity

Bubble in the circle that corresponds to the student's primary ethnicity.

LEP

Bubble in the circle that corresponds to the student's LEP status, if applicable.

IEP

Bubble in the circle if the student has an Individual Education Plan.

SES

Bubble in the circle if the student is eligible for Free or Reduced Price Meals consistent with USDA National School Lunch Program regulations.

Migrant

Bubble in the circle if the student is classified as Migrant.

504 Plan (RI only)

Bubble in the circle if the student has a 504 Plan.

Title 1A (RI only)

Bubble in the circle if the student participated in the Title 1A program this year.

Appendix 5: Table of Standard Test Accommodations

Table of Standard Test Accommodations

Any accommodation(s) utilized for the assessment of individual students shall be the result of a formal or informal team decision made at the local level. Accommodations are available to all students on the basis of individual need, regardless of disability status.

A. Alternative Settings

- A-1 Administer the test individually in a separate location
- A-2 Administer the test to a small group in a separate location
- A-3 Administer the test in locations with minimal distractions (e.g., study carrel or different room from rest of class)
- A-4 Preferential seating (e.g., front of room)
- A-5 Provide special acoustics
- A-6 Provide special lighting or furniture
- A-7 Administer the test with special education personnel
- A-8 Administer the test with other school personnel known to the student
- A-9 Administer the test with school personnel at a non-school setting

B. Scheduling and Timing

- B-1 Administer the test at the time of day that takes into account the student's medical needs or learning style
- B-2 Allow short, supervised breaks during testing
- B-3 Allow extended time, beyond what is recommended, until in the administrator's judgment, the student can no longer sustain the activity

C. Presentation Formats

- C-1 Braille
- C-2 Large-print version
- C-3 Sign directions to student
- C-4 Read test aloud to student (Mathematics and Session 1 Writing only) ¹
- C-5 Student reads test aloud to self
- C-6 Translate directions into other language
- C-7 Underline key information in directions
- C-8 Visual magnification devices
- C-9 Reduction of visual print by blocking or other techniques
- C-10 Acetate shield
- C-11 Auditory amplification device or noise buffers
- C-12 Word-to-word translation dictionary, non-electronic with no definitions (For ELL students in Mathematics and Writing only)
- C-13 Abacus use for student with severe visual impairment or blindness (Mathematics - Any Session)

D. Response Formats

- D-1 Student writes using word processor, typewriter, or computer. ² (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)
- D-2 Student hand writes responses on separate paper. (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)
- D-3 Student writes using Braille. (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)
- D-4 Student indicates response to multiple-choice items. (School personnel records student responses into the Student Answer Booklet.)
- D-5 Student dictates constructed responses (Reading and Mathematics only) to school personnel. (School personnel transcribes student responses exactly as dictated, into the Student Answer Booklet.)
- D-6 Student dictates constructed responses (Reading and Mathematics only) using assistive technology. (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)

If an accommodation that is not listed above is needed for a student, please contact the state personnel for accommodations to discuss it.

E. Other Accommodations ³

- E-1 Accommodations team requested other accommodation not on list and DOE approved as comparable
- E-2 Scribing the Writing Test (only for students requiring special consideration)

F. Modifications ⁴

- F-1 Using a calculator and/or manipulatives on Session 1 of the Mathematics Test
- F-2 Reading the Reading Test
- F-3 Other

1. Reading the Reading Test to the student invalidates all reading sessions.
2. Spell and grammar checks must be turned off. This accommodation is intended for unique individual needs, not an entire class.
3. Test coordinators must obtain approval for the accommodation from the Department of Education prior to test administration.
4. All affected sessions using these modifications are counted as incorrect.

